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Office of Personnel

OP MEMORANDUM NO. 20-11-4

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OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Special Position Allocations

1. The review of positions by the Position Management and Compensation Division (PMCD) may result in the assignment of footnotes on the Agency Staffing Complement identifying special allocations associated with a position. It is particularly important that Personnel Officers and Agency managers be aware that these allocations do not impact on the classification of any other positions. The four special allocations are defined below.

a. Impact Allocation: A position occupied by an incumbent who has unique qualifications and is a recognized expert in a substantive field of work and who therefore brings an added dimension to the position of a sufficient degree to warrant classifying it at a higher grade level during the tenure of that incumbent. Positions with an Impact Allocation designation will remain at the higher grade level until vacated by the original incumbent and then return to the properly classified level.

b. Incumbency Allocation: A position which has been evaluated as being overgraded but the grade level of the incumbent is higher than that of the evaluated grade. In these cases, the position reverts to its properly classified grade level when vacated or after a period of two years from the time it is established as an incumbency allocation, whichever occurs first.

c. Temporary Allocation: A new position in which the grade controlling factors involve such non-recurring responsibilities as the initial planning, development, and implementation of new organizations, programs, and activities of major significance. Such a position will normally revert to a lower grade level after the organizations have stabilized and the program and activities have entered an on-going maintenance state.

d. Administrative Allocation: A position which is graded above a level that is consistent with the proper position classification evaluation of the duties and responsibilities as determined by PMCD. This allocation is assigned at the direction of a senior official who possesses position classification authority and exercises managerial control

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over PMCD. The Administrative Allocation remains in effect until a position review is requested or a recurring survey is conducted by PMCD.

2. The assignment of any of these four allocations to a position will not have an impact on the classification of any other position nor can the position be used as a basis for grade comparison elsewhere. For example, the grade of a chief position with one of these four allocations could not be used to determine the grade of the secretary using the Agency grading pattern, nor could it be used as the basis for classifying a deputy chief position (which traditionally is one grade lower than the chief's position). Conversely, a position with one of these allocations cannot be used as a basis for determining the grade of that position's immediate supervisor.


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